

SAMPLE NOTICE OF LAYOFF LETTER TO EMPLOYEE
Last Update: 1/09

[Date]

xxxxxx xxxxxxxx
Department of XYZ
LOCAL

RE: Notice of Layoff

Dear xxxxxxxxxxx:

Due to _____, it will be necessary for the Department of _____ to reduce the number of its employees. To accomplish this, a layoff plan has been prepared and approved in accordance with the rules of the Department of Administrative Services – Human Resources Enterprise (DAS-HRE), IAC 11-60.3. Your position is among those affected. Effective at the close of business on _____, 200X you will be laid off.

Our review of your employment history with the State suggests that you may have bumping rights to job classes as follows:

(insert options)

If you wish to exercise your bumping rights, please notify _____ in writing by no later than the close of business on _____, 200X. Include the title of the class to which you wish to bump.

You may have recall rights. If you wish to exercise your recall rights, please contact _____ for a recall application form.

Sincerely,

xxxxxx xxxxxxxx
Director

c: Personnel File

I received a copy of this notice of layoff.

[name]_____ [date]_____